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DEC 16 1954

MEMORANDUM FOR: Deputy Director (Administration)

ATTENTION: Mr. [REDACTED] Special Assistant

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SUBJECT: Headquarters Board of Survey

REFERENCE: Regulation No. [REDACTED] dated 10 October 1954

25X1A

1. In accordance with your memorandum dated 22 November 1954 on the above subject, we have reviewed the workload in connection with property surveys and claims which has been transferred to the Logistics Office.

2. As a result of this review and subsequent discussion with the Assistant Chief for Operations, Logistics Office, and the Deputy Director of Security (formerly chairman of the Survey Board), it has been determined that only such work as has been performed by the Board chairman and his stenographer has been transferred to Logistics Office as a result of the publication of reference (a). Based upon this transfer alone, an increase of two additional personnel positions is not warranted.

3. However, two additional factors are considered to be significant:

- a. A backlog of approximately 80 cases exists.
- b. The Deputy Chief of Logistics is to be appointed to serve as Board chairman.

It is therefore suggested that the need for additional personnel be reviewed within a reasonable period of time after the new chairman has had an opportunity to organize the board and conduct regularly scheduled meetings.

[REDACTED]

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Chief, Management Staff

cc: Chief of Logistics

h.g. the back-log must not be used as a criterion.